



AIM Exit Scenarios and Examples

This guide is designed to provide examples of students exiting school and the appropriate enrollment end date and status that should be used in AIM

These scenarios are intended to provide general guidance on how to enter the appropriate end date and status. There are many scenarios that are not covered here. Please contact the AIM Help Desk at 1-877-424-6681 or email opiainhelp@mt.gov with specific questions.

Scenario	Example	Action
Student is continuing in the same school next year <i>(school is determined by OPI definition (SC Code), not the building).</i>	Student is moving from grade 01 to grade 02 in the same school.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 100: End of year, returning to same school next year.
Student has completed the highest grade level at a school <i>(school is determined by OPI definition (SC Code), not the building)</i> and is moving to another school within the same district <i>(or school system)</i> .	Student is moving from Elementary school to Middle school in the same district, or moving from Middle school (grade 08) to High school (grade 09) in the same school system.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 110: Promoted to another school.
Student is moving from one school to another in the same district <i>(or school system)</i> , but has not completed all the levels at the school.	District has two K-6 schools and the student moves from one to another between grades 04 and 05.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 120: Transfer to a public school in the same district.
Student is moving from one school to another public school in another Montana district.	Student moves from Helena to Missoula.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 140: Transfer to a public school in another MT district.
Student moves from one school district to another school over the summer (another public school, out of state, private, home school, etc.).	Student moves to Colorado in July – school receives records request in August.	<i>End Date</i> is the last date of attendance in the 2012-13 year. <i>End Status</i> is changed from the end of year code (100, 110) to a code appropriate to the transfer. There should be no enrollment record in the 2013-14 if the student does not attend. If the student was 'rolled' from 12-13 year to 13-14 year, delete the 13-14 enrollment record.



Scenario	Example	Action
Student is in 8 th grade at a K-8 district (or school system).	Student is attending a small, rural school and will be attending High School in another town or city.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 140: Transfer to a public school in another MT district. Do not enter a graduate code or diploma information.
Student is in grade 8, but not continuing their education for religious or cultural reasons.	8 th grade colony students.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 140: Transfer to a public school in another MT district. If student intends to home school and meets all requirements, (i.e. registers with Co. Supt) <i>end status</i> is 170: Transfer to a home school in the state. Do not enter a graduate code or diploma information. If the student does not home school or continue on in 9 th grade: For 13-14 year, the receiving 9 th grade school will enter a new enrollment record with <i>Start</i> and <i>End Dates</i> as the first day of school, an <i>End Status</i> of 340: Unknown and a Dropout Reason of 17: Unknown reason (or other appropriate reason).
Student in grades 6-12 completes the 12-13 school year, but does not re-enroll for the 13-14 school year.	Student finishes the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	<i>End Date</i> is the last day of school in 12-13. <i>End Status</i> is 100: End of year, returning to school next year (or other appropriate <i>End Status</i> – 110, 120). For 13-14 year, enter a new enrollment record with <i>Start</i> and <i>End Date</i> as the first day of school, an <i>End Status</i> of *300 level code and an appropriate <i>Dropout Reason</i> .

Scenario	Example	Action
Student in grades K-5 completes the 12-13 school years, but does not re-enroll for the 13-14 school year.	Student finishes the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	<i>End Date</i> is the last day of school in 12-13. <i>End Status</i> is 260: Unknown. If the student was 'rolled' from 12-13 year to 13-14 year, delete the 13-14 enrollment record.
Student is in grade 12 and will graduate at the end of the 12-13 school year.	Regular High School graduate.	<i>End Date</i> is the last day of school. <i>End Status</i> is 400: Graduated. Enter the student's <i>Diploma Date</i> (date on the diploma or the last day of school), <i>Diploma Type</i> and <i>Diploma Period</i> (how long it took a student to graduate from first entry into 9 th grade) on the Graduation tab.
Student is in grade 12, but has not yet completed graduation requirements as of the last day of the school year. The student completes the graduation requirements before the first day of the next school year.	A High School senior is one credit short of meeting the graduation requirements, and will take summer courses to complete the work.	<i>End Date</i> is the last day of school. <i>End Status</i> is 100: End of year, returning to same school next year. Once the student completes the graduation requirements, change the <i>End Status</i> to 400: Graduated, and enter <i>Diploma Date</i> (date on the diploma or the last day of school), <i>Diploma Type</i> and <i>Diploma Period</i> (how long it took a student to graduate from first entry into 9 th grade) on the Graduation Tab. <i>If the student does not complete the requirements for graduation before the first day of the next school year, see below.</i>

Scenario	Example	Action
<p>Student is in grade 12, but has not yet completed graduation requirements as of the last day of the school year.</p> <p>The student does not complete the graduation requirements before the first day of the next school year.</p>	<p>A High School senior is one credit short of meeting the graduation requirements.</p>	<p><i>End Date</i> is the last day of school. <i>End Status</i> is 100: End of year, returning to same school next year. Create a new enrollment record for the student in the 13-14 school year. If the student is not continuing with educational services, the <i>Start</i> and <i>End Dates</i> are the first day of school with an <i>End Status</i> of 340: Unknown and a <i>Dropout Reason</i> of 17: Unknown reason. If the student resumes educational services at the start of the 13-14 school year, make no changes to the enrollment record.</p>
<p>Student re-enrolls into a school after dropping out (exits prior to the last day of school and re-enters on or before 10/7/13).</p>	<p>11th grade student leaves school for three months, re-enrolls into school BEFORE the fall count date of 10/7/13.</p>	<p>Change the student's dropout enrollment record <i>End Status</i> to 295: Dropped out, subsequent re-enrollment and remove the <i>Dropout Reason</i> – re-enroll the student into school.</p>
<p>The OPI notifies a district (or school system) that a student marked as a dropout has returned to school in another district (exits prior to the last day of school and re-enters on or before 10/7/13).</p>	<p>11th grade student leaves school for a period of time before re-enrolling into another school.</p>	<p>Change the student's dropout enrollment record <i>End Status</i> to 295: Dropped out, subsequent re-enrollment and remove the <i>Dropout Reason</i> – that student is no longer counted in as a dropout in that district.</p>
<p>Student drops out (exits) prior to the last day of school in 12-13 and re-enters school after 10/7/13.</p>	<p>10th grade student leaves school in April and re-enrolls the next fall AFTER the fall count date of 10/7/13.</p>	<p>Student is considered a Dropout for the 12-13 school year. Do not change the student's 12-13 <i>End Status</i> and <i>Dropout Reason</i>. Create a new 13-14 enrollment record with <i>Start Status</i> of 03: Re-enrolled after withdrawal.</p>
<p>Student leaves school for <u>acute</u> treatment (<i>not Yellowstone Boys and Girls Ranch grades K-8</i>) and the school continues to provide educational services to the student.</p>	<p>Student leaves school for acute (10 days or less) treatment at an in-state or out-of-state facility (e.g., Shodair, CCS, Yellowstone Boys and Girls Ranch 9-12, etc).</p>	<p>The student's <i>End Date</i> and <i>End Status</i> should not be entered – the student remains enrolled as long as the district (or school system) is providing educational services.</p>

Scenario	Example	Action
Student leaves school for <u>residential</u> treatment (<i>not Yellowstone Boys and Girls Ranch grades K-8</i>) and the school is no longer providing educational services to the student.	Student leaves school and receives residential (more than 10 days) treatment at an in-state or out-of-state facility (e.g., Shodair, CCS, Yellowstone Boys and Girls Ranch 9-12, etc).	The <i>End Date</i> should be the student's last day of attendance and the <i>End Status</i> code is 210: Medical care or treatment, eligible to return.
Student leaves school to attend an alternative program (Job Corps, Apsen Youth Alternatives, Montana Youth Challenge, etc) and the district does not have an interlocal agreement, or all conditions for counting as enrolled are not met.	Grade 12 student leaves a public school to attend Montana Youth Challenge and the credits student is taking are not approved by district, or district does not have a signed MOU with program.	The student's <i>End Date</i> is the last day of attendance – the <i>End Status</i> code is 330: Withdrew to enroll in non-diploma program with a corresponding <i>Dropout Reason</i> (07: Job Corps or Similar Program, 10: Military, 18: GED (Pursuing), or 23: Completed GED).
Student takes GED test.	Grade 11 student in an alternative High School setting takes the GED test.	The student's <i>End Date</i> is the last day of attendance in a Montana High School program – the <i>End Status</i> is 330: Withdrew to enroll in a non-diploma program with a corresponding <i>Dropout Reason</i> (18: GED (Pursuing) or 23: Completed GED) Students taking the GED are not considered graduates.
Student enters a youth correctional facility.	Student leaves school to attend Pine Hills Youth Correctional facility.	Student's <i>End Date</i> is the last day of attendance. <i>End Status</i> is 150: Transfer to a state-funded school.